

06C 2979

FEDERAL RECEIVED
F.E.C.
91 OCT 4 AM 11:55

September 25, 1991

91 OCT -1 PM 4:02

Mr. Lawrence M. Noble
General Counsel
Federal Election Commission
999 E. Street, N.W.
Washington, D.C. 20463

Dear Mr. Noble:

AOR 1991-33

Pursuant to 2 U.S.C 437f, we are requesting an advisory opinion on behalf of both the Republican Party of Texas and the Texas Democratic Party. As the state chairmen of the parties, we are seeking the Commission's guidance in determining the effect of a party's role in conducting primary elections on payment and reporting of allocable expenses by a party political committee.

Under Texas law, the state and county party executive committees administer the primary elections (general primary and runoff primary) for the state. The primary elections are funded with a combination of candidate filing fees (ballot access fees) collected by the state and county executive committees and funds from the general revenues of the state. The parties may also raise and expend additional donations to fund the primary elections, including corporate and union treasury funds.

All filing fees, funds received from the state, and any additional donations raised by the party to fund the primary elections must be deposited by the party executive committee into a separate primary fund bank account, which is the property of the state. Any primary fund monies remaining after primary administration expenses have been paid must be returned to the state.

The Texas Secretary of State promulgates rules governing the use of primary funds (Exhibit A, 1990 Primary Finance Rules). Each state and county executive committee must submit a proposed budget for the approval of the Secretary of State, including estimated receipts from filing fees and other financing sources, projected expenditures, and an indication of whether additional state funds will be needed to finance the primary (see Exhibit B,

State Executive Committee 1990 Primary Election Cost Estimates and Final Reports).

The state may advance money to an executive committee for primary administration costs incurred before the executive committee receives filing fees from candidates, but not before a budget request has been approved. Deviations from an approved budget must normally be approved by the state in writing, and final reports on receipts and disbursements are required. Primary finance rules require a final report and the return of any primary fund balance to the state by July 1 of the election; however, in unusual circumstances, e.g., legal contests involving contract disputes, candidate eligibility, certification of nominees, or vacancies occurring after the primary election is held, expenditures allocable to primary election administration may occur later. Primary funds may also be audited by the state.

Under state primary finance rules, a party executive committee may allocate a share of its rent, utilities, telephones, and other overhead and office costs to primary administration. The executive committees may also allocate a share of the salaries and employee taxes for employees whose duties include but are not limited to primary administration. No particular allocation formula is provided or applied by the state; the state decides on a case-by-case basis whether the allocations requested by the parties are reasonable. No expenditures for personnel or overhead may be allocated to primary administration until December 1 of the year before the election.

In previous primary elections, payments for primary administration have been made in the following ways:

1. Expenses entirely for primary administration (e.g., salary and taxes for the Primary Director, bonds required by the state for any person handling primary funds) were paid directly from the primary fund.
2. Expenses partially for primary administration (e.g., pro-rated share of rent, utilities, and other salaries) were paid from the parties' non-federal accounts, with periodic reimbursement from the primary fund for the allocated primary administration share.

Under the Federal Election Commission's allocation and payment rules in effect before January 1, 1991, the state's share of the party executive committees' administrative and overhead expenses was subtracted before applying any allocation formula to determine the federal share for those same expenses. Essentially, this was a "double allocation" method based on a reasonable assumption that expenditures made on behalf of the

Mr. Lawrence M. Noble
September 25, 1991

Page 3

state in administering the primary elections do not affect either federal or non-federal elections.

New federal allocation, payment, and reporting rules, however, do not take into account the governmental role of the party executive committees in Texas. Under the rules that took effect January 1, 1991, a payment made by a party that maintains federal and non-federal accounts is assumed to be 1) wholly to influence a federal election, 2) wholly to influence a non-federal election, or 3) jointly to influence both federal and non-federal elections. All payments for administrative costs are assumed to influence both federal and non-federal elections and must be paid from a federal account with reimbursement from non-federal funds for the non-federal share permitted during a limited time period. The regulations require state and local party committees to allocate administrative expenses according to an average ballot composition formula established by the Commission.

Specifically, we are requesting guidance in the following areas:

1. Under the new rules, may administrative expenses that are wholly for primary administration be paid entirely from the primary fund, as they have been in the past?

2. How may a party committee allocate, pay and report those administrative expenses that are partly for primary administration?

May the federal share of an administrative expense that is partially for primary administration be based on the total payment less the state's share of the expense? If so, how are the party committees to pay these expenses and to report them on Schedule H4 to reflect the 3-part allocation (federal/non-federal/governmental)?

3. May state funds to reimburse the party committee for the primary administration share of administrative costs be deposited into a federal account as federal funds? If so, as what category of federal receipts are the state funds to be reported?

We request, further, that the Commission respond to this request as quickly as possible. Both state party executive committees and most major urban county party executive committees submit proposed primary administration budget requests to the Texas Secretary of State by mid-November; expenditures for primary administration begin December 1; and candidate filing opens December 3.

Mr. Lawrence M. Noble
September 25, 1991

Page 4

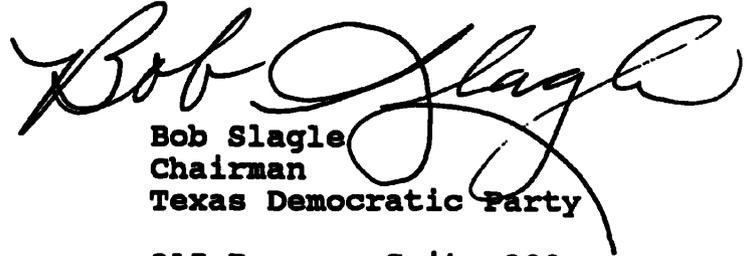
We are available to answer any questions you may have or to provide any additional information. We appreciate your consideration.

Sincerely,



Fred Meyer
Chairman
Republican Party of Texas

211 East 7th Street, #620
Austin, Texas 78701



Bob Slagle
Chairman
Texas Democratic Party

815 Brazos, Suite 200
Austin, Texas 78701

enclosures

EXHIBIT A

1990 Primary Finance Rules

**PRIMARY FINANCE
RULES, GUIDELINES,
FORMS AND RECORD
KEEPING**

The provisions below are contained in Title 1, Texas Administrative Code.

Section 81.100. Payable Costs.

In accordance with Section 173.001 of the Texas Election Code, only expenses necessary and directly related to the conduct of primary elections are payable from primary funds. Political expenses, those expenses which would be incurred if there were no election, and expenses for any activity forbidden by statute or rule are not primary election costs subject to primary fund reimbursement. Examples of non-payable expenses include, but are not limited to: expenses incurred in connection with a convention of a political party, all costs associated with voter registration drives and get out the vote campaigns. Pursuant to Section 173.031 of the Texas Election Code, primary funds include filing fees, contributions to the primary fund, state appropriations, and other income earned by the fund. Any refund of money expended from the primary fund is also part of the primary fund.

Section 81.101 Primary Administrator.

In counties with more than 100,000 registered voters, county chairmen may employ a primary administrator for the period beginning on December 1 preceding the primary elections and ending on the last day of the month in which the last primary election is held (general or runoff primary). If the county executive committee contracts with the county election officer to perform election services normally performed by a primary administrator pursuant to the Texas Election Code, Chapter 31, Subchapter D, a primary administrator may not be employed without the prior written approval of the Secretary of State. The maximum salary payable from the primary fund to a primary administrator shall be \$2,000 per month, and such compensation must reasonably reflect the duties and responsibilities assigned to the administrator. No payment from the primary fund is allowable for transportation or other personal expenses incurred by the primary administrator in the performance of his duties. A written description of the primary administrator's job, hours, duties, responsibilities, and services must accompany the request for the employment of the primary administrator and the General Primary Election Cost Estimate. If the county executive committee wishes to employ both a primary administrator and the county elections officer pursuant to an election services contract, such written description of the primary administrator's job, duties, responsibilities, and services must be submitted with the request to employ the primary administrator and the proposed election services contract.

Section 81.102. Other Salaried Personnel.

Salaries or wages of personnel necessary to aid in the conduct of the primary elections are payable from the primary fund for the period beginning on December 1 preceding the primary elections and ending on the last day of the month in which the last primary election is held (general or runoff primary election). Such personnel may not be employed without the prior written approval of the secretary of state. Compensation for each salaried person performing clerical or secretarial duties may not exceed \$1,500 per month. Compensation for each salaried person performing supervisory duties related to the conduct and administration of the primary elections may not exceed \$1,800 per month. Salaries must be reasonable for the hours worked and services rendered and must reflect the salaries paid in the locale for the same or similar services. A list of necessary personnel must accompany the request for the employment of personnel to be paid from the primary fund transmitted to the secretary of state and must indicate the name and title of the employee, job duties, hours to be worked, period of employment, monthly or hourly rate of pay, and the estimated or actual gross pay for the period. This information must also be attached to each finance report. Copies of all quarterly 941 returns filed with the I.R.S. must be transmitted to the secretary of state along with the Final Primary Election Cost Report.

Section 81.103. Contracts for Labor.

All contracts for labor necessary for the conduct of the primary elections must be in writing. Each such contract shall include the name of the individual, the duties, job, or services to be performed, period of employment, and the rate or fee to be paid. The fee or rate must be reasonable for the services rendered and must reflect the fee or rate prevailing in the locale for the same or similar services. Contracts for services costing over \$500 must be approved in writing by the secretary of state before money from the primary fund may be expended under the terms of such contracts. The contract shall be signed by both the chairman and the contractor. Copies of all contracts for labor shall be transmitted to the secretary of state with the next Primary Election Cost Estimate or with the Final Primary Election Cost Report.

Section 81.104. Election Services Contract.

The Model Election Services Contract prescribed by the secretary of state is adopted by reference. Copies of the contract may be obtained from the Elections Division of the Secretary of State's Office, P.O. Box 12060, Austin, Texas 78711, or by calling, toll-free, 1-800-252-8683. The model contract

must be used in an agreement for election services pursuant to the Texas Election Code, Chapter 31, Subchapter B, between the county executive committee and the county elections officer, unless otherwise authorized by the secretary of state. Any modification of an election services contract is not binding until approved in writing by the secretary of state, and execution of the contract is not completed until written approval is obtained. A contract may not allow for reimbursement for training of election workers or providing materials published by the secretary of state. Salaries of personnel regularly employed by the county election officer may not be paid from or reimbursed to the county from the primary fund.

Section 81.105. Employee Fidelity Bond.

The purchase of an employee fidelity bond for those persons whose responsibilities include the receipt and/or expenditure of primary funds is required and payable from the primary fund. The amount of the bond is based upon the anticipated total amount of money the employee is expected to handle for the period beginning December 1 before the primary elections and ending the last day of the month in which the final primary election (either general or runoff) is held. The maximum anticipated amount of money handled by any such employee for purposes of determining the cost of the bond shall be \$50,000. Chairmen are not required to post such bonds.

Section 81.106. Office Rent.

Office rent is payable from the primary fund for the period beginning on December 1 preceding the primary elections and ending on the last day of the month in which the last primary is held (general or runoff primary election). A copy of the lease agreement shall be transmitted to the secretary of state along with the Primary Election Cost Estimate. Office rent shall not exceed the fair market rate for office space in the locale. Any change in a lease agreement and an explanation of such change shall be transmitted to the secretary of state with the next required primary election estimate or report. If the home or business of a party officer is used as an office in connection with the conduct of the primary elections, primary funds shall not be paid for the rental of such office unless no other such office is established for required activity related to the conduct of the primary elections. Only rental of the portion of the home or business regularly and exclusively used for primary election purposes may be paid from the state primary fund. The amount of allowable rental is determined by multiplying the percentage of the home or business used as such office by the rental or mortgage payment for the applicable period. If no

rental or mortgage payment is paid, then the fair market rental of the home or business is to be used in the calculations.

Section 81.107. Office Equipment.

Office equipment (including telephone equipment) necessary for the administration of the primary elections may be leased for the period beginning December 1 preceding the primary and ending on the last day of the month in which the last primary is held (general or runoff primary election).

Section 81.108. Office Supplies and Copies of the Texas Election Code.

Purchases of office supplies necessary for the administration of the primary elections are payable from the primary fund. The expenditure for purchase of two copies of a paperback version of the Texas Election Code is authorized from the primary fund.

Section 81.109. Telephone and Postage Charges.

Telephone costs (including rental and installation charges for no more than two telephone lines) and postage charges which are incurred during the period from December 1 preceding the primary elections and ending on the last day of the month in which the last primary is held and which are related to the administration of the primary elections, are payable from the primary fund. Any cost not directly attributable to the conduct of the primary elections is not payable from the primary fund.

Section 81.110. Competitive Quotations for Services or Products.

Unless prior approval of the secretary of state is obtained, chairmen must purchase all services and products using competitive quotations from two or more sources if more than one source is available in the state. Documentation or explanation of the lack of availability of competitive quotations must be submitted with the General Primary Election Cost Estimate. This rule does not apply to petty cash expenditures of \$100 or less.

Section 81.111. Bank Account for Primary Fund Deposits and Expenditures.

Chairmen shall establish and maintain a bank account for the sole purpose of depositing and expending primary funds. Primary funds shall not be commingled with any other fund or account.

Section 81.112. Deposit of Currency.

All filing fees and contributions received in currency shall be deposited intact into the primary fund.

Section 81.113. List of Candidates and Filing Fees.

A complete list of candidates, including the offices sought and amount of filing fees received from each candidate, shall be transmitted to the secretary of state by January 12, 1989.

Section 81.114. Interest on Loans.

Interest on loans of money to cover operating costs until the receipt of primary funds approved by the secretary of state is not payable from the primary fund. Such "start-up" money should be obtained from the secretary of state by filing a General Primary Election Cost Estimate.

Section 81.115. Signature on checks; Authorization of Primary Fund Expenditures.

All checks written on the primary fund shall be personally signed by either the chairman or a bonded agent for the chairman, except that payroll checks and checks to sole source vendors must be signed by the chairman. All primary fund expenditures shall be authorized by the chairman.

Section 81.116. Payee of Checks Restricted to an Entity or Person.

Except for the check written to establish a petty cash fund, no check written on the primary fund shall be made payable to cash or bearer. All checks other than the check written to establish a petty cash fund shall be made payable to an entity or person.

Section 81.117. Form of Payments; Petty Cash Fund; Documentation of Petty Cash Transactions.

All payments from the primary fund shall be made by check, except that chairmen may establish a petty cash fund not exceeding \$100 for minor purchases and payments. Complete documentation of all petty cash transactions shall be kept.

Section 81.118. Documentation of Expenses/Record Keeping.

Copies of all bills, invoices, contracts, petty cash receipts, and any other related materials supporting primary election costs shall be transmitted to the secretary of state upon request. Such records must be preserved for a period ending not later than one calendar year from July 1 following the primary elections, but if court action or an official investigation is pending, they shall be preserved until the termination of such court action or official investigation.

Section 81.119. Legal Expenses.

No legal expenses may be paid from the primary fund without the prior written approval of the secretary of state. Before entering into a contract for legal services anticipated to be payable from primary funds, the chairman must contact the secretary of state and obtain a determination that such legal services are payable from the primary fund. Such determination must be verified in writing and submitted to the chairman.

Section 81.120. Transfer of Records to New Chairman.

The chairman is responsible for the complete and orderly transfer to his successor or the appropriate county committee of all records required by law in connection with the primary election. If a vacancy occurs in the office of chairman, the executive committee shall appoint a custodian of these records until a successor is appointed or elected.

Section 81.121. General Primary Election Cost Estimate Transmitted to the Secretary of State Prior to the Close of the Regular Filing Period.

If the General Primary Election Cost Estimate is transmitted to the secretary of state prior to the close of the regular filing period, the chairman shall estimate the amount of filing fees to be collected. The amount of estimated filing fees shall be reported as a financing source on the General Primary Election Cost Estimate. When the General Primary Election Cost Estimate is transmitted to the secretary of state after the close of the regular filing period, the chairman shall report the actual amount of filing fees received as a financing source on the General Primary Election Cost Estimate.

Section 81.122. Returning Surplus Funds.

Any surplus remaining in a primary fund account after payment of approved expenses shall be remitted to the secretary of state, primary fund account, with the Final Cost Report, but not later than July 1 following the primary election, unless otherwise provided by the secretary of state.

Section 81.123. County Election Officer Not to Receive Compensation under Election Services Contracts for 1990 Primary Election.

An election services contract for the 1990 primary elections may not provide for any salary or compensation of the county election officer for the performance of any statutory duty or service.

Section 81.124. Transportation Costs.

No payment from the primary fund is permitted for transportation or other personal expenses incurred by the chairman or party employees in the performance of their duties.

Section 81.125. Compensation For Services at the Polling Places.

For the 1990 general and runoff primary elections, the hourly compensation for election officers shall not exceed \$5.

Section 81.126. Compensation for Delivering Election Records and Supplies.

Compensation of the election judge or clerk who delivers the election records, equipment, and unused supplies after the 1990 general and runoff primary elections may not exceed \$15 per physical polling place location for each election.

Section 81.127. Reimbursement for Election Schools

Reimbursement for training of election workers or providing materials published by the secretary of state may not be made from the primary fund. Persons attending election schools may not be compensated from primary funds.

Section 81.128. Unemployment Taxes.

No payment may be made from the primary fund for penalties

arising from failure to pay the employer portion of employment taxes.

Section 81.129. Estimating Voter Turnout.

(a) County chairmen should use the following formula as a starting point in determining the estimated voter turnout for the 1990 primary elections. The result achieved from utilizing the formula should be adjusted for other factors likely to affect turnout locally. Each county chairman should determine whether the local political situation suggests a higher turnout, and, if so, his or her estimate should be adjusted to take such factors into account. In presenting such estimate, the chairman should present those factors and his or her analysis of those factors, and the secretary of state will evaluate such higher estimates based on the factors and analysis on a case-by-case basis. The formula for estimating turnout for the 1990 primary elections is:

$$A \times B + C = D$$

Where: A = the percentage of voter turnout for governor or another statewide race in the 1986 party primary (percentage is the number of registered voters divided by the sum of all votes cast for all candidates for governor or other statewide office in the 1986 primary).

B = the number of registered voters as of December 1989.

C = 25% of the number resulting when you multiply A x B.

D = Preliminary Estimated 1990 Turnout.

(b) After estimating the voter turnout for each precinct, county chairmen should then use the guidelines set forth in 81.128-81.130 to determine the necessary physical requirements (i.e., ballots, election judges and clerks, voting devices or machines) for each precinct. After estimating the physical requirements for each precinct, county chairmen should combine the precinct data to arrive at the total estimated physical requirements of the primary election countywide. This may then be used to estimate the election costs.

Section 81.130. Number of Paper or Electronic Voting System Ballots per Voting Precinct.

The minimum number of ballots furnished to each voting precinct for a primary election shall be equal to the estimated voter turnout as determined by the county chairman pursuant to Section 81.129. In no event shall the minimum number of ballots be less than the number arrived at by application of the numerical formula. The number of ballots provided may exceed the estimated number of voters determined by the numerical formula, since the number of ballots provided should never be so low as to impede the voting process or to jeopardize the rights of voters. The maximum number of ballots ordered may equal the total number of registered voters of the precinct if such a number may be substantiated.

Section 81.131. Number of Election Workers per Voting Precinct.

The following table must be used to determine the number of election workers allowable for each precinct. The minimum number of clerks in a primary election is two, for a total of three workers, including the presiding judge. Texas Election Code, Section 173.008(c).

If the number of election clerks allowed in a precinct is greater than two, the presiding judge may utilize one or more of the additional clerk positions to hire more clerks for shorter work periods. For example, instead of hiring one clerk for a 12-hour shift, the judge could hire three clerks for four-hour shifts, beginning at 4:00 p.m. and ending at 8:00 p.m. Clerks may be assigned to work for periods ending before any manual count or examination of ballots begins. Therefore, if no counting or examination of ballots has occurred, unnecessary clerks may be excused early, preventing unwarranted personnel expenses.

**Number of Election Workers
Per Voting Precinct**

(Includes one judge and one alternate judge who serves as a clerk)

Estimated Turnout Per Voting Precinct	Paper Ballot	Punch Card, Optical Tabu- lators and Voting Machine
200 or fewer	3	3
201 - 400	5	4
401 - 700	6	5
701 - 1100	8	6
1101 or more	12	8

Section 81.132. Number of Voting Machines, Devices and/or Precinct Ballot Counters per Voting Precinct.

(a) The following table must be used to determine the number of voting machines, precinct ballot counters, and punch card voting devices allowable for each precinct.

Number of Voting Machines, Devices and/or Precinct Ballot Counters

Estimated Voter Turnout Per Voting Precinct	Voting Machines	Punch-Card Devices	Precinct Ballot Counters (Punch-Card or Optical Tabulators)
300 or less	2	2	1
301 - 600	2	4	1
601 - 900	2	6	1
For each additional:			
300 voters	1	N/A	N/A
350 voters	N/A	1	N/A

(b) In counties where voting machines are to be used, the county chairman should make a special assessment of whether the number of voting machines calculated according to this formula is adequate and make provisions both in his cost estimate and his actual procurement of voting machines accordingly.

Section 81.133. Application of Rules.

These rules apply to cost estimates by the chairmen of both state and county executive committees.

prifi/finance

THE STATE OF TEXAS

X
X
X

MODEL CONTRACT FOR
ELECTION SERVICES

COUNTY OF _____

THIS CONTRACT made this _____ day of _____, 198__,
by and between the _____ County _____ Party, acting
by and through the Chairman of its Executive Committee,
_____, hereinafter referred to as "Party," and _____,
County Election Officer of _____ County, Texas, hereinafter
referred to as "Contracting Officer", and by authority of Section
31.092(b), Texas Election Code, for the conduct and supervision
of the _____ County _____ Party Primary Election on
March _____, 198__, and the _____ County _____
Party Runoff Primary Election, if necessary, on April
_____, 198__.

THIS CONTRACT is subject to the written approval of the
Secretary of State of Texas, and shall not be binding on the
parties until such written approval is obtained.

THIS AGREEMENT is entered into in consideration of the
mutual covenants and promises hereinafter set out:

1. DUTIES AND SERVICES OF CONTRACTING OFFICER. The Contracting
Officer shall be responsible for performing the following duties
and shall furnish the following services and equipment:

(a) Contact the owners or custodians of county-designated
polling places and arrange for their use in the primary
elections.

(b) Contact the owner or custodian of some other public
(or if unavailable, private) building in the election precinct

and arrange for its use as a polling place if the county designated polling place in the precinct is unavailable for use in the primary election.

(c) Procure and distribute all necessary election supplies, including:

- (1) ballots;
- (2) election kits;
- (3) the party's allotment of ballot boxes and voting booths provided free of charge by the county; and
- (4) any additional ballot boxes and voting booths that may be necessary.

(d) Procure all necessary voting machines and equipment, transport machines and equipment to and from the polling places, and prepare the voting machines and equipment for use at the polling places. (Specify voting system to be used).

(e) Notify election judges of the date, time, and place of the election school and arrange for a facility for holding the school.

(f) Arrange for the use of a central counting station and for the tabulating personnel and equipment needed at the counting station and assist in preparation of programs and test materials for tabulation of the ballots to be used with electronic voting equipment.

(g) Publish legal notice of the date, time, and place of the test of the electronic tabulating equipment and conduct such test.

(h) Assist in providing general overall supervision of the

election and provide advisory services in connection with the decisions to be made and actions to be taken by officers of the Party who are responsible for holding the election.

(i) Prepare any submission of voting changes to be submitted to the U.S. Department of Justice under the Federal Voting Rights Act of 1965, as amended.

GENERAL PRIMARY ELECTION

2. COST OF SERVICE. The party shall pay for services, supplies, and equipment in accordance with the following cost schedule:

1. Printing

a. Paper or optically tabulated

ballots(#____).....\$_____

b. Punch card

1. Masks.....\$_____

2. Ballot labels(#____).....\$_____

3. Ballot cards(#____).....\$_____

c. Voting machine ballot labels(#____)....\$_____

d. Assistance in selection of ballot style, format, and related services (itemize services to be provided):

_____.....\$_____

_____.....\$_____

_____.....\$_____

_____.....\$_____

2. Election Kits, other precinct supplies:_____

(# of kits at \$____ each).....\$_____

3. Rental of voting equipment (attach schedule showing number of precincts and allocation of machines per precinct):

a. Punch card voting devices at \$5 ea.....\$_____

b. Voting machines(AVM/Shoup) at \$16 ea...\$_____

c. Optical scanners at \$5 ea.....\$ _____

d. Precinct ballot counters at \$5 ea.....\$ _____

4. Transportation of voting equipment

a. Punch card voting devices.....\$ _____

b. Voting machines.....\$ _____

c. Optical scanners.....\$ _____

d. Precinct ballot counters.....\$ _____

e. Voting booths.....\$ _____

_____ Number of pieces of equipment

_____ Total miles transported

_____ Number of personnel involved

5. Preparation of voting equipment.....\$ _____

Briefly summarize preparation activity:

6. Procurement of additional ballot boxes and voting booths not provided by the county

_____ boxes @ \$ _____.....\$ _____

_____ booths @ \$ _____.....\$ _____

7. Polling place rental, if applicable

(itemize for each polling place--

attach additional pages, if necessary):

_____.....\$ _____
_____.....\$ _____
_____.....\$ _____

8. Central counting station costs

a. Cost of operating Automatic Tabulating Equipment (specify type and number of units and describe operation): _____

_____\$ _____

b. Manager.....\$ _____

c. Tabulation Supervisor.....\$ _____

d. Assistants to Tabulation Supervisor....\$ _____

(give job description and compensation for each person)

9. Publication of Tabulation Equipment Test....\$ _____

10. Postage and Stationery (itemize)

_____\$ _____

_____\$ _____

_____\$ _____

_____\$ _____

11. General overall supervision of election and advisory services (briefly describe services and itemize amounts for each service)

_____\$ _____

_____\$ _____

_____\$ _____

.....\$ _____

.....\$ _____

TOTAL GENERAL PRIMARY COST.....\$ _____

RUNOFF PRIMARY ELECTION

2. **COST OF SERVICE.** The Party shall pay for services, supplies, and equipment in accordance with the following cost schedule:

1. **Printing**

a. Paper or optically tabulated ballots(#____).....\$_____

b. **Punch card**

1. **Masks**.....\$_____

2. **Ballot labels(#____)**.....\$_____

3. **Ballot cards(#____)**.....\$_____

c. **Voting machine ballot labels(#____)**....\$_____

d. **Assistance in selection of ballot style, format, and related services (itemize services to be provided):**

_____.....\$_____

_____.....\$_____

_____.....\$_____

_____.....\$_____

2. **Election Kits, other precinct supplies:** _____
(# of kits at \$____ each).....\$_____

3. **Rental of voting equipment (attach schedule showing number of precincts and allocation of machines per precinct):**

a. **Punch card voting devices at \$5 ea**.....\$_____

b. **Voting machines(AVM/Shoup) at \$16 ea**...\$_____

c. Optical scanners at \$5 ea.....\$ _____

d. Precinct ballot counters at \$5 ea.....\$ _____

4. Transportation of voting equipment

a. Punch card voting devices.....\$ _____

b. Voting machines.....\$ _____

c. Optical scanners.....\$ _____

d. Precinct ballot counters.....\$ _____

e. Voting booths.....\$ _____

_____ Number of pieces of equipment

_____ Total miles transported

_____ Number of personnel involved

5. Preparation of voting equipment.....\$ _____

Briefly summarize preparation activity:

6. Procurement of additional ballot boxes and voting booths not provided by the county

_____ boxes @ \$ _____.....\$ _____

_____ booths @ \$ _____.....\$ _____

7. Polling place rental, if applicable

(itemize for each polling place--

attach additional pages, if necessary):

_____.....\$ _____
_____.....\$ _____
_____.....\$ _____

8. Central counting station costs

a. Cost of operating Automatic Tabulating Equipment (specify type and number of units and describe operation): _____

_____\$ _____

b. Manager\$ _____

c. Tabulation Supervisor\$ _____

d. Assistants to Tabulation Supervisor\$ _____

(give job description and compensation for each person)

9. Publication of Tabulation Equipment Test\$ _____

10. Postage and Stationery (itemize)

_____\$ _____

_____\$ _____

_____\$ _____

_____\$ _____

11. General overall supervision of election and advisory services (briefly describe services and itemize amounts for each service)

_____\$ _____

_____\$ _____

_____\$ _____

.....\$ _____

.....\$ _____

TOTAL RUNOFF PRIMARY COST.....\$ _____

TOTAL PRIMARY ELECTION COST.....\$ _____

4. GENERAL CONDITIONS

(a) Nothing contained in this contract shall authorize or permit a change in the officer with whom or the place at which any document or record relating to the election is to be filed or the place at which any function is to be carried out, or the officers to make the official canvass of the election returns, or the officer to serve as custodian of voted ballots or other election records, or any other nontransferable functions specified by Sec. 31.096 of the Texas Election Code.

(b) The Contracting Officer is the agent of the Party for purposes of contracting with third parties with respect to election expenses within the scope of the contracting officer's duties, and the contracting Officer is not liable for the Party's failure to pay a claim.

(c) The Contracting Officer shall file copies of this contract with the County Treasurer and the County Auditor of _____ County, Texas (and the County Judge if there is no County Treasurer).

WITNESS the following signatures and seal:

_____ COUNTY _____ PARTY

BY _____
_____, _____ CHAIRMAN

COUNTY ELECTIONS ADMINISTRATOR

BY _____, ADMINISTRATOR

SECRETARY OF STATE

BY _____

MARCH 13, 1990 GENERAL PRIMARY ELECTION COST ESTIMATE

(Must be filed with Secretary of State no later than January 29, 1990 regardless of whether state funds are requested)

County _____ Party _____

_____ County Chairman
_____ Address
_____ City, State, Zip
_____ Business Phone _____ Home Phone

Other contact person (if any) _____ Contact person's phone _____

Chairman please check one: Additional funds are needed
(From Line G) No additional funds are needed

A. STATISTICAL INFORMATION

1. Estimated number of registered voters in county
for March 13, 1990 general primary _____
2. Estimated voter turnout countywide in your party's primary _____
3. Number of polling places to be used in primary (excluding absentee) _____
4. Number of county designated precincts _____
5. Number of polling places shared with another party _____
6. Number of public buildings used as polling places _____
7. Number of absentee voting stations _____
8. Voting system: ("A" absentee, "E" election day, if different)
Paper _____ Punch _____ Lever machine _____ Optical _____
9. Number of paper ballots ordered (including absentee) _____
10. Number of punch card voting devices _____
11. Number of lever voting machines (Shoup/AVM) _____
12. Number of precinct ballot tabulator machines _____

B. ESTIMATED COST OF GENERAL PRIMARY ELECTION

1. **Printing costs**
 - a. Paper ballots \$ _____
 - b. Punch card ballots \$ _____
 - c. Voting machine ballot labels \$ _____
 - d. Optical scan ballots \$ _____
2. Election kits and other precinct supplies: _____ (# of kits) \$ _____
3. Rental of voting equipment
 - a. Punch card voting devices at \$5.00 \$ _____
 - b. Voting machines at \$16.00 (AVM/Shoup) \$ _____
 - c. Optical scanners at \$5.00 \$ _____
 - d. Precinct ballot counters at \$5.00 \$ _____
4. Transportation of voting equipment
 - a. Punch card voting devices \$ _____
 - b. Voting machines \$ _____
 - c. Optical scanners \$ _____
 - d. Precinct ballot counters \$ _____
 - e. Voting booths \$ _____
5. Polling place rental (number of polling places rented _____) \$ _____
6. Precinct election judges and clerks: _____, \$ _____ \$ _____

number of precinct election judges and clerks hourly rate
7. Election judges' fee for delivery of supplies after polls close

_____ X \$ _____ \$ _____

number of election judges fee (max. \$15)
8. Absentee Ballot Board personnel: _____, \$ _____ \$ _____

number of workers (presiding judge and clerks) hourly rate
9. Personnel for central counting station: _____, \$ _____ \$ _____

number of workers (presiding judge and clerks) hourly rate

Manager and technical support personnel \$ _____
10. Personnel for unofficial tabulation of precinct by precinct returns (paper ballots):

_____ , \$ _____ \$ _____

number of workers hourly rate

11. Miscellaneous election day costs (itemize)

a. _____

\$ _____

b. _____

\$ _____

12. Total estimated cost of general primary (Add lines B1-B11)

\$ _____

C. ESTIMATED ADMINISTRATIVE COST OF GENERAL PRIMARY ELECTION

1. Office rent _____ square feet (attachment required--See Rules)

\$ _____

2. Office personnel _____ employees (attachment required--See Rules)

\$ _____

3. Telephone

\$ _____

4. Utilities

\$ _____

5. Furniture (itemize on separate sheet)

\$ _____

6. Equipment rental (itemize on separate sheet)

\$ _____

7. Office supplies

\$ _____

8. Postage (describe) _____

\$ _____

9. Legal fees (must have prior approval from the Secretary of State)

\$ _____

10. Miscellaneous (itemize)

a. _____

\$ _____

b. _____

\$ _____

c. _____

\$ _____

d. _____

\$ _____

e. _____

\$ _____

11. Total estimated administrative cost of general primary (Add lines C1-C10)

\$ _____

D. TOTAL ESTIMATED COST (ADD LINES B12 AND C11)

\$ _____

E. FINANCING SOURCES

1. Beginning balance (if any)

\$ _____

2. Filing fees received by county chairman from candidates

\$ _____

3. Filing fees received from state executive committee

\$ _____

4. Contributions and miscellaneous

\$ _____

F. TOTAL FINANCING SOURCES (ADD LINES E1-E4)

\$ _____

G. NET ESTIMATED COST OR (SURPLUS)

(Subtract Line F from Line D)

\$ _____

H. SWORN AFFIDAVIT

I, _____, County Chairman of the _____ Party in _____ County, Texas, do solemnly swear that the foregoing facts and estimates of costs are true and accurate and that all information required to be reported by me for the 1990 General Primary Election is fully shown.

County Chairman

The State of Texas

County of _____

Before me, the undersigned authority, on this day personally appeared _____ known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purpose and consideration therein expressed.

Given under my hand and seal of office on this _____ day of _____, 19 _____.

Signature of officer administering oath

Seal

Title of officer administering oath

DO NOT FILL OUT THIS PART - FOR SECRETARY OF STATE ONLY

Total estimated costs as submitted	\$ _____
Total estimated costs as approved by Secretary of State	\$ _____
Subtract Total Financing Sources	\$ _____
Certified Net Estimated Cost	\$ _____
APPROVED: Authorization for issuance of Warrant for 75% of Certified Net Estimated Cost for the General Primary Election.	\$ _____

Secretary of State's Office: BY _____

APRIL 10, 1990 RUNOFF PRIMARY ELECTION COST ESTIMATE

(Must be filed with Secretary of State no later than March 23, 1990 regardless of whether state funds are requested)

County _____ Party _____

_____ County Chairman

_____ Address

_____ City, State, Zip

_____ Business Phone _____ Home Phone

Other contact person (if any) _____ Contact person's phone _____

Chairman please check one: Additional funds are needed

(From Line G) No additional funds are needed

A. STATISTICAL INFORMATION

1. Estimated number of registered voters in county as of March 13, 1990 _____
2. Actual voter turnout in your party's general primary _____
3. Estimated voter turnout countywide in your party's runoff primary _____
4. Number of polling places to be used in runoff primary (excluding absentee) _____
5. Number of county designated election precincts _____
6. Number of polling places shared with another party _____
7. Number of public buildings used as polling places _____
8. Number of absentee voting stations _____
9. Voting system: ("A" absentee, "E" election day, if different)
Paper ____ Punch ____ Lever machine ____ Optical ____
10. Number of paper ballots ordered (including absentee) _____
11. Number of punch card voting devices _____
12. Number of lever voting machines (Shoup/AVM) _____
13. Number of precinct ballot tabulator machines _____

B. ESTIMATED COST OF GENERAL PRIMARY ELECTION

1. **Printing costs**
 - a. Paper ballots \$ _____
 - b. Punch card ballots \$ _____
 - c. Voting machine ballot labels \$ _____
 - d. Optical scan ballots \$ _____
2. Election kits and other precinct supplies: _____ (# of kits) \$ _____
3. Rental of voting equipment
 - a. Punch card voting devices at \$5.00 \$ _____
 - b. Voting machines at \$16.00 (AVM/Shoup) \$ _____
 - c. Optical scanners at \$5.00 \$ _____
 - d. Precinct ballot counters at \$5.00 \$ _____
4. Transportation of voting equipment
 - a. Punch card voting devices \$ _____
 - b. Voting machines \$ _____
 - c. Optical scanners \$ _____
 - d. Precinct ballot counters \$ _____
 - e. Voting booths \$ _____
5. Polling place rental (number of polling places rented _____) \$ _____
6. Precinct election judges and clerks: _____ , \$ _____ \$ _____

number of precinct
 election judges
 and clerks

hourly rate
7. Election judges' fee for delivery of supplies after polls close

_____ X \$ _____ \$ _____
 number of election
 judges

fee (max. \$15)
8. Absentee Ballot Board personnel: _____ , \$ _____ \$ _____

number of workers
 (presiding judge
 and clerks)

hourly rate
9. Personnel for central counting station: _____ , \$ _____ \$ _____

number of workers
 (presiding judge
 and clerks)

hourly rate
- Manager and technical support personnel \$ _____
10. Personnel for unofficial tabulation of precinct by precinct returns (paper ballots):

_____ , \$ _____ \$ _____
 number of workers

hourly rate

11. Miscellaneous election day costs (itemize)

a. _____

\$ _____

b. _____

\$ _____

12. Total estimated cost of general primary (Add lines B1-B11)

\$ _____

C. ESTIMATED ADMINISTRATIVE COST OF RUNOFF PRIMARY ELECTION

1. Office rent _____ square feet (attachment required--See Rules)

\$ _____

2. Office personnel _____ employees (attachment required--See Rules)

\$ _____

3. Telephone

\$ _____

4. Utilities

\$ _____

5. Furniture (itemize on separate sheet)

\$ _____

6. Equipment rental (itemize on separate sheet)

\$ _____

7. Office supplies

\$ _____

8. Postage (describe) _____

\$ _____

9. Legal fees (must have prior approval from the Secretary of State)

\$ _____

10. Miscellaneous (itemize)

a. _____

\$ _____

b. _____

\$ _____

c. _____

\$ _____

d. _____

\$ _____

e. _____

\$ _____

11. Total estimated administrative cost of general primary (Add lines C1-C10)

\$ _____

D. TOTAL ESTIMATED COST (ADD LINES B12 AND C11)

\$ _____

E. FINANCING SOURCES

1. Beginning balance (if any)

\$ _____

2. Filing fees received by county chairman from candidates

\$ _____

3. Filing fees received from state executive committee

\$ _____

4. Contributions and miscellaneous

\$ _____

F. TOTAL FINANCING SOURCES (ADD LINES E1-E4)

\$ _____

G. NET ESTIMATED COST OR (SURPLUS)

(Subtract Line F from Line D)

\$ _____

H. SWORN AFFIDAVIT

I, _____, County Chairman of the _____ Party in _____ County, Texas, do solemnly swear that the foregoing facts and estimates of costs are true and accurate and that all information required to be reported by me for the 1990 Runoff Primary Election is fully shown.

County Chairman

The State of Texas

County of _____

Before me, the undersigned authority, on this day personally appeared _____ known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purpose and consideration therein expressed.

Given under my hand and seal of office on this _____ day of _____, 19 _____.

Signature of officer administering oath

Seal

Title of officer administering oath

DO NOT FILL OUT THIS PART - FOR SECRETARY OF STATE ONLY

Total estimated costs as submitted \$ _____

Total estimated costs as approved by Secretary of State \$ _____

Subtract Total Financing Sources \$ _____

Certified Net Estimated Cost \$ _____

APPROVED: Authorization for issuance of Warrant for 75% of Certified Net Estimated Cost for the Runoff Primary Election. \$ _____

Secretary of State's Office: BY _____

1990 FINAL PRIMARY ELECTION COST REPORT

(Must be filed with Secretary of State no later than April 30, 1990 regardless of whether state funds are requested)

County _____ Party _____

_____ County Chairman

_____ Address

_____ City, State, Zip

_____ Business Phone _____ Home Phone

Other contact person (if any) _____ Contact person's phone _____

Chairman please check one: Additional funds are needed
(From Line I) Surplus funds remain (enclose check)

A. STATISTICAL INFORMATION

1. Number of registered voters in county as of March 13, 1990 _____
2. Actual voter turnout countywide in your party's primaries
a. Primary _____ b. Runoff _____
3. Number of election day polling places used in primaries (excluding absentee)
a. Primary _____ b. Runoff _____
4. Number of county designated election precincts _____
5. Number of polling places shared with another party _____
6. Number of public buildings used as polling places _____
7. Number of absentee voting stations
a. Primary _____ b. Runoff _____
8. Voting system: ("A" absentee, "E" election day, if different)
General Primary: Paper _____ Punch _____ Lever machine _____ Optical _____
Runoff Primary: Paper _____ Punch _____ Lever machine _____ Optical _____
9. Number of paper ballots ordered (including absentee)
a. Primary _____ b. Runoff _____

- 10. Number of punch card voting devices
 - a. Primary _____ b. Runoff _____
- 11. Number of lever voting machines (Shoup/AVM)
 - a. Primary _____ b. Runoff _____
- 12. Number of precinct ballot tabulator machines
 - a. Primary _____ b. Runoff _____

B. ACTUAL COST OF GENERAL PRIMARY AND RUNOFF ELECTIONS

1. Printing costs

A. Primary

- a. Paper ballots \$ _____
- b. Punch card ballots \$ _____
- c. Voting machine ballot labels \$ _____
- d. Optical scan ballots \$ _____

B. Runoff

- a. Paper ballots \$ _____
- b. Punch card ballots \$ _____
- c. Voting machine ballot labels \$ _____
- d. Optical scan ballots \$ _____

2. Election kits and other precinct supplies:

A. Primary _____ (# of kits) \$ _____

B. Runoff _____ (# of kits) \$ _____

3. Rental of voting equipment

A. Primary

- a. Punch card voting devices at \$5.00 \$ _____
- b. Voting machines at \$16.00 (AVM/Shoup) \$ _____
- c. Optical scanners at \$5.00 \$ _____
- d. Precinct ballot counters at \$5.00 \$ _____

B. Runoff

- a. Punch card voting devices at \$5.00 \$ _____
- b. Voting machines at \$16.00 (AVM/Shoup) \$ _____
- c. Optical scanners at \$5.00 \$ _____
- d. Precinct ballot counters at \$5.00 \$ _____

4. Transportation of voting equipment

A. Primary

- a. Punch card voting devices \$ _____
- b. Voting machines \$ _____
- c. Optical scanners \$ _____
- d. Precinct ballot counters \$ _____
- e. Voting booths \$ _____

B. Runoff

- a. Punch card voting devices \$ _____
- b. Voting machines \$ _____
- c. Optical scanners \$ _____
- d. Precinct ballot counters \$ _____
- e. Voting booths \$ _____

5. Polling place rental

A. Primary (number of polling places rented _____) \$ _____

B. Runoff (number of polling places rented _____) \$ _____

6. Precinct election judges and clerks:

A. Primary _____, \$ _____
number of precinct election judges and clerks hourly rate

B. Runoff _____, \$ _____
number of precinct election judges and clerks hourly rate

7. Election judges' fee for delivery of supplies after polls close

A. Primary _____ X \$ _____
number of election judges fee (max. \$15)

B. Runoff _____ X \$ _____
number of election judges fee (max. \$15)

8. Absentee Ballot Board personnel:

A. Primary _____, \$ _____
number of workers (presiding judge and clerks) hourly rate

B. Runoff _____, \$ _____
number of workers (presiding judge and clerks) hourly rate

9. Personnel for central counting station:

A. Primary

a. _____, \$ _____ \$ _____
number of workers hourly rate
(presiding judge
and clerks)

b. Manager and technical support personnel \$ _____

B. Runoff

a. _____, \$ _____ \$ _____
number of workers hourly rate
(presiding judge
and clerks)

b. Manager and technical support personnel \$ _____

10. Personnel for unofficial tabulation of precinct by precinct returns (paper ballots):

A. Primary _____, \$ _____ \$ _____
number of workers hourly rate

B. Runoff _____, \$ _____ \$ _____
number of workers hourly rate

11. Miscellaneous election day costs (itemize)

a. _____ \$ _____

b. _____ \$ _____

12. Actual cost of general primary (Add Primary Costs from lines B1-B11) \$ _____

13. Actual cost of runoff primary (Add Runoff Costs from lines B1-B11) \$ _____

14. Total actual cost of general and runoff primary (Add lines B12 and B13) \$ _____

C. ACTUAL ADMINISTRATIVE COST OF GENERAL PRIMARY AND RUNOFF ELECTIONS

1. Office rent _____ square feet (attachment required--See Rules) \$ _____

2. Office personnel _____ employees (attachment required--See Rules) \$ _____

3. Telephone \$ _____

4. Utilities \$ _____

5. Furniture (itemize on separate sheet) \$ _____

6. Equipment rental (itemize on separate sheet) \$ _____

7. Office supplies \$ _____

8. Postage (describe) _____ \$ _____

9. Legal fees (must have prior approval from the Secretary of State) \$ _____

10. Miscellaneous (itemize)

a. _____ \$ _____

b. _____ \$ _____

c. _____ \$ _____
 d. _____ \$ _____
 e. _____ \$ _____

11. **Actual administrative cost of general primary and runoff (Add lines C1-C10)** \$ _____

D. **TOTAL PRIMARY COST (ADD LINES B14 AND C11)** \$ _____

E. **COUNTY CHAIRMAN'S COMPENSATION**
 (5% of D, but not less than \$300 nor more than \$8,000) \$ _____

F. **TOTAL ACTUAL COST (ADD LINES D AND E)** \$ _____

G. **NET ESTIMATED COST OR (SURPLUS)**

1. **Beginning balance (if any)** \$ _____

2. **Filing fees received by county chairman from candidates** \$ _____

3. **Filing fees received from state executive committee** \$ _____

4. **Contributions and miscellaneous** \$ _____

5. **Previous payments from Secretary of State**

A. **Primary** \$ _____

B. **Runoff** \$ _____

H. **TOTAL FINANCING SOURCES (ADD LINES G1-G5)** \$ _____

I. **NET ACTUAL COST OR (SURPLUS)**
 (Subtract H from F) \$ _____

Remit surplus to Secretary of State

H. SWORN AFFIDAVIT

I, _____, County Chairman of the _____ Party in _____ County, Texas, do solemnly swear that the foregoing facts and estimates of costs are true and accurate and that all information required to be reported by me for the 1990 General and Runoff Primary Election is fully shown.

County Chairman

The State of Texas

County of _____

Before me, the undersigned authority, on this day personally appeared _____ known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purpose and consideration therein expressed.

Given under my hand and seal of office on this _____ day of _____, 19 _____.

Signature of officer administering oath

Seal

Title of officer administering oath

DO NOT FILL OUT THIS PART - FOR SECRETARY OF STATE ONLY

Total actual costs as submitted	S _____
Total actual costs as approved by Secretary of State	S _____
Subtract Total Financing Sources	S _____
Certified Net Actual Cost	S _____

APPROVED: Authorization for issuance of Warrant for Certified Net Actual Cost for the General and Runoff Primary Elections.

S _____

Secretary of State's Office:

BY _____

Approved _____



EXHIBIT B
1990 Primary Cost Estimates and
Final Reports

Texas Democratic Party

January 18, 1990

Honorable George S. Bayoud, Jr.
Secretary of State of Texas
P.O. Box 12697
Austin, TX 78711

Dear Secretary Bayoud:

Enclosed is the 1990 Primary Election Cost Estimate, with required attachments, for the State Democratic Executive Committee.

We have included estimates for both the general and the runoff primary elections at this time, rather than for only the general on March 13. Given the number of races in which there are more than 2 candidates in the first primary, it is unlikely that no runoff elections will be held. I believe the extension of our estimates to include the second primary will enable both your office and ours to better plan for the expenses of the entire primary process.

Please note that at this point the SDEC's estimate would leave our primary fund with a surplus of over \$10,000. After fully balancing and documenting all expenses, we will be pleased to return any surplus to the state to be used to help offset the general costs of the election. We continue to believe that the choice of ballot access by fee or by petition for our candidates not only allows the voters to choose openly from among the broadest selection of candidates, but also results in substantial savings to the taxpayers of Texas.

If you have any questions, please feel free to contact me or any member of my staff.

Sincerely,



Bob Slagle

enclosures

GENERAL
PRIMARY ELECTION COST ESTIMATE
(Statement of Estimated Primary Expenses for
the period December 1, 1989 through March 31, 1990)

Must be filed with the Secretary of State no later than January 9, 1990.

Party Texas Democratic Party

State Chairman Bob Slagle

Address 815 Brazos, Ste. 200

City, State Zip Austin, TX 78701

Home Phone () _____ Office Phone (512) 478-8746

Other Contact Person Jim Boynton Contact's Phone (512) 478-8746

Chairman, please check one:

additional funds needed _____
no additional funds are needed x

A. ESTIMATED COST OF THE GENERAL PRIMARY ELECTION

- | | |
|---|---------------------|
| 1. Office rent <u>456 ft²</u> square feet
(attachment required See - rules) | \$ <u>2,926.50</u> |
| 2. Office personnel <u>2 FT/6 PT</u> employees
(attachment required See - rules) | \$ <u>45,000.00</u> |
| 3. Telephone | \$ <u>5,000.00</u> |
| 4. Utilities | \$ <u>262.50</u> |
| 5. Furniture and equipment rental | |

Item: 2 Secretarial chairs @ \$20 - 5 mo.
from 12 / 01 / 89 to 4 / 30 / 89 \$ 200.00

Item: _____
from ___ / ___ / ___ to ___ / ___ / ___ \$ /

Item: _____
from ___ / ___ / ___ to ___ / ___ / ___ \$ _____

Item: _____
from ___ / ___ / ___ to ___ / ___ / ___ \$ _____

(Attach additional pages if necessary)

TOTAL \$ 200.00

6.	Office supplies (Itemize)		\$	<u>560.00</u>
	<u>File folders/labels; copier paper; labels;</u>			
	<u>manila & regular envelopes; clips; correction</u>			
	<u>fluid; typewriter ribbons & tapes; pens;</u>			
	2 copies election code			
7.	Postage (Itemize)		\$	<u>1,256.50</u>
	<u>Ballot and disbursement mailings; statutory</u>			
	<u>meeting notices; filing receipts; general public</u>			
	<u>and candidate information and correspondence</u>			
8.	Miscellaneous (itemize)		\$	<u>54,763.93</u>
	a. <u>Insurance (employee, bonds, liability, comp)</u>		\$	<u>3,152.54</u>
	b. <u>Statutory meetings (3)</u>		\$	<u>1,511.39</u>
	c. <u>Printing</u>		\$	<u>1,500.00</u>
	d. <u>Canvassing phonebank</u>		\$	<u>1,500.00</u>
	e. <u>Check printing/bank charges</u>		\$	<u>100.00</u>
	f. <u>Access to results</u>		\$	<u>2,000.00</u>
	g. Legal (see attachment)			45,000.00
B.	TOTAL ESTIMATED COSTS		\$	<u>109,969.43</u>
C.	FINANCING SOURCES			
	1. Beginning primary fund balance (if any)		\$	<u>0</u>
	2. a. Filing fees received	\$ 328,800.00		
	b. Filing fees distributed	\$ 203,800.00		
	c. Filing fees retained (subtract b from a)		\$	<u>125,000.00</u>
	3. Contributions and miscellaneous (Itemize)			
	_____	\$ _____		
	_____	\$ _____		
	_____	\$ _____		
	_____	\$ _____		
		TOTAL	\$	<u> </u>
D.	TOTAL FINANCING SOURCES (add lines 1, 2c, and 3)		\$	<u>125,000.00</u>
E.	NET ESTIMATED COSTS OR (SURPLUS) (subtract D from B)		\$	<u>15,030.57</u>

January 18, 1990

Allocation of Office Space for Use in Administering 1990 Primaries

The Texas Democratic Party has designated the following described office space in its current leased premises at 815 Brazos Street, Austin, Texas, for use in administering the 1990 Primary elections:

Separate office, south side of hall, second floor	2 256 ft
---	-------------

Primary use share of general office, north side of hall, second floor	2 200 ft
---	-------------

Total square footage	456 ft
----------------------	--------

Rate/square foot/month: \$0.80

Period: December 1, 1989 to April 30, 1990

Rent share for period:	\$1,824.00
------------------------	------------

No parking is included in rent at this location. Parking costs for employees administering the Primaries have been allocated according to the percent time the employee is occupied with Primary business (see Personnel descriptions):

2 spaces at 100% (45.00 each) x 5 months	450.00
1 space at 56% x 5 months	126.00
1 space at 49% x 5 months	110.25
1 space at 67% x 5 months	150.75
1 space at 59% x 5 months	132.75
1 space at 35% x 5 months	78.75
1 space at 30% x 4 months	54.00

Total	1,102.50
-------	----------

Total facilities share for period:	2,926.50
------------------------------------	----------

The Primary share of utilities will be calculated at 18.6% of the total monthly bills for the period. The percentage is the same as the area occupied by the Primary as a percentage of the Texas Democratic Party's total leased area.

A copy of the basic lease provisions describing the Texas Democratic Party's lease at 815 Brazos is attached



Bob Slagle, Chairman

In consideration of the rents and covenants hereinafter set forth, Owner hereby leases and demises to Tenant, and Tenant hereby leases and takes from Owner, the premises hereinafter described on the terms and conditions set forth in this Lease Agreement, hereinafter called the "Lease".

BASIC LEASE PROVISIONS

The works and figures set forth in Paragraphs A to S, both inclusive, are part of this lease wherever appropriate reference is made thereto, unless they are expressly modified elsewhere in this Lease.

- A. Date of Execution as of: October 1, 1987
- B. Owner ("Landlord"): International Comprop Management Corporation as Agent for G.E.C.C.
- C. Tenant: Texas Democratic Party
- D. Office Building ("Building"): 815 Brazos
Located at: 815 Brazos, City of Austin, County of Travis, State of Texas.
- E. Premises: Suite 200 & 700 as generally shown and outlined in red on the floor plan attached hereto as Exhibit "F", located on the 2nd & floor(s).
7th
- F. Useable Area: 2,158.86
- G. Leasable Area: 2,450.31
- H. Permitted Use of Premises: General office
- I. Term: October 1, 1987 - September 30, 1992
- J. Extension Options: N/A
- K. Estimated Completion Date: October 1, 1987
- L. Rental Commencement Date: October 1, 1987
- M. Annual Basic Rent: \$ 23,522.98 (\$ 1,960.25 per month)
- N. Security Deposit: \$ 1,960.25 (Does not include rent for first full calendar month.)
- O. Owners Address for Notices: 6907 Capital of Texas Highway,
Suite 350, Austin, Texas 78731
- P. Tenant's Address for Payments (if different): _____
- Q. Exhibits: The following Exhibits are attached hereto and made a part hereof: A, B, D, E, H, & I
- R. Riders: The following Riders are attached hereto and made a part hereof: N/A
- S. Broker: Mr. Chris Bachman/Coldwell Banker
- T. Cancellation Date: N/A
- U. Late Charge: five Percent (5%) of unpaid amounts.
- V. Miscellaneous: Repaint allowance

[Signature]
(Owner's Initials)

[Signature]
(Tenant's Initials)



Texas Democratic Party

Honorable George Bayoud
Secretary of State of Texas
P. O. Box 12697
Austin, TX 78711

Dear Secretary Bayoud:

By this letter the State Democratic Executive Committee, Texas Democratic Party, requests approval to use Primary funds to compensate the personnel whose Primary election duties are described in the enclosures.

Rather than hire a number of additional staff members to conduct the primary elections, at considerable extra cost to the State, we have distributed the responsibility for Primary election functions among existing staff members. Consequently, the pay estimates for "part-time" employees described in the enclosures are based on estimated percentages of the time the employees performing Primary duties.

I look forward to hearing from you at your earliest convenience.

Sincerely,

Bob Slagle, Chairman
State Democratic Executive Committee

**TEXAS DEMOCRATIC PARTY
OFFICE PERSONNEL
1990 General Primary**

Title: PRIMARY ADMINISTRATOR

Name: James B. Boynton

Hours: Full-time, estimated 60 to 70 hrs/week

Period: December 1, 1989 to April 30, 1989

Rate of Pay \$2,000/month

Pay for Period \$10,000.00

Duties: Supervises and directs other employees in performance of Primary duties; provides general public and press information services; accepts and notarizes filings and verifies completeness; researches, refers and answers questions from County Chairs, candidates, and public regarding candidate eligibility and election administration; reports to State Chairman regarding progress and status of Primary administration; reviews financial estimates and statements; reviews and approves contracts for goods and services; verifies and approves disbursements of filing fees to Counties; verifies ballot entries (as entered in Secretary of State's computer system).

TEXAS DEMOCRATIC PARTY
OFFICE PERSONNEL
1990 General Primary

Title Assistant to Primary Director

Name: David Kaufman

Hours: Part-time December 1, 1989 to December
15, 1989 and Full-time December 16, 1989
to April 30, 1990

Period: December 1, 1989 to April 30, 1990

Rate of Pay: Part-time \$500.00/month
Full-time \$750.00/month

Pay for Period: \$3,500.00

Duties: Verifies completeness of filing forms;
enters and verifies all Democratic
ballot information for Secretary of
State computerized ballot system;
establishes and maintains public and in-
house paper files; mailings for meeting
notices; performs additional duties at
discretion of Primary Director.

**TEXAS DEMOCRATIC PARTY
OFFICE PERSONNEL
1990 General Primary**

Title: Assistant Primary Administrator (Part-time)

Name: Jackie Gomez

Hours: Part-time estimated 25 hrs/wk (56% time)

Period: December 1, 1989 to April 30, 1990

Rate of Pay: \$840.00/month

Pay for Period: \$4,200.00

Duties: Accepts filings and verifies completeness; notarizes on-site filings; receipts mailed filings to candidates; answers basic questions on filing requirements and election dates; performs additional duties at the discretion of the Primary Director.

**TEXAS DEMOCRATIC PARTY
OFFICE PERSONNEL
1990 General Primary**

Title: Bookkeeper

Name: Susan Martinez

Hours: Part-time, estimated 15 to 20hrs/wk (30% time)

Period: January 2, 1990 to April 30, 1990

Rate of Pay: \$540.00/month

Pay for Period: \$2,160.00

Duties: Maintains all primary financial records; prepares financial estimates and reports; makes all deposits of primary funds; verifies all billings or invoices and prepares all payments from Primary funds account; prepares payroll and payroll tax reports; prepares disbursements of shared filing fees to County Chairs.

**TEXAS DEMOCRATIC PARTY
OFFICE PERSONNEL
1990 General Primary**

Title: PRIMARY OFFICE MANAGER

Name: Mary Morey

Hours: Part-time, estimated 30-40 hr/week
(49% time)

Period: December 1, 1989 to April 30, 1990

Rate of Pay: \$882.00/month

Pay for Period: \$4,410.00

Duties: Trained and educated other staff in general handling of Primary information questions; accepts filings and verifies completeness; notarizes on-site filings; answers questions regarding filing and election administration; performs additional related duties at the discretion and direction of the Primary Administrator and the State Chairman.

**TEXAS DEMOCRATIC PARTY
OFFICE PERSONNEL
1990 General Primary**

Title: Receptionist

Name: Donna Roming

Hours: Part-time, estimated 35hr/wk (59% time)

Period: December 1, 1989 to April 30, 1990

Rate of Pay: \$885.00/month

Pay for Period: \$4,425.00

Duties: Answers telephones and directs call to appropriate personnel; answers basic questions regarding filing requirements; opens and distributes in-coming mail; collects and posts out-going mail; schedules and arranges meetings; welcomes visitors; performs other appropriate duties at the discretion and direction of the Primary Administrator and the State Chairman.

**TEXAS DEMOCRATIC PARTY
OFFICE PERSONNEL
1990 General Primary**

Title: Secretary

Name: Loretta W. Hawkins

Hours: estimated 35hr/wk (67% time)

Period: December 1, 1989 to April 30, 1990

Rate of Pay: \$1,005.00/month

Pay for Period: \$5,025.00

Duties: Performs all typing, word-processing and other general clerical duties for Primary personnel; prepares out-going mail; maintains office equipment; backs up Receptionist in answering telephones; performs other appropriate duties at the discretion and direction of the Primary Administrator and the State Chairman.

**TEXAS DEMOCRATIC PARTY
OFFICE PERSONNEL
1990 General Primary**

Title: Executive Director

Name: Ed Martin

Hours: Part-time, estimated 25 hr/wk (35% time)

Period: December 1, 1989 to April 30, 1990

Rate of Pay: \$630.00/month

Pay for Period: \$3,150.00

Duties: Answer questions concerning election law, filing requirements; supervises statutory meetings; provides liaison between State Party and County Chairs for Primary matters, handles press relations for Primary.



January 19, 1990 Texas Democratic Party

Honorable George Bayoud
Secretary of State of Texas
P.O. Box 12697
Austin, Texas 78711

Dear Secretary Bayoud:

Pursuant to Title 1, Section 81.119, Texas Administrative Code, the State Democratic Executive Committee, Texas Democratic Party, is hereby requesting approval to contract for certain legal expenses anticipated to be reimbursable from Primary funds.

The SDEC retains as counsel Harold Hammett of Fort Worth and is provided with detailed, hourly narratives and billings for all of Mr. Hammett's work. In carrying out the Party's governmental responsibility to administer primaries, we have good reason to contact Mr. Hammett on a daily basis, regarding a host of questions about eligibility, obligations of county chairs, withdrawal of candidates from the ballot, standing in suits, and so on. I am sure that you are aware of the variety and the importance of the legal inquiries received about the primaries.

The estimate for legal expenses in our Primary Cost Estimate has been based on previous experience, not on known or already-incurred costs. We will expect reimbursement only for reasonable and supportable legal expenses, and will provide full documentation for those expenses, as we have in past elections.

I will appreciate your consideration of and reply to this request at your earliest convenience.

Sincerely,


Bob Slagle
Chairman

F. SWORN AFFIDAVIT

I, Bob Slagle, State Chairman of the Texas Democratic Party do solemnly swear that the foregoing facts and estimates of costs are true and accurate and that all information required to be reported by me for the 1990 General Primary Election is fully shown.

Bob Slagle
State Chairman

The State of Texas

County of Travis

Before me, the undersigned authority, on this day personally appeared Bob Slagle, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purpose and consideration therein expressed.

Given under my hand and seal of office on this 18th day of January, 1990.

James B. Boynton
Signature of officer administering oath

James B. Boynton
Printed Name of Officer

Seal

Notary Public
Title of officer administering oath

DO NOT FILL OUT THIS PART -- FOR SECRETARY OF STATE ONLY

Total estimated costs as submitted \$ _____
Total estimated costs as approved by Secretary of State \$ _____
Subtract Total Financing Sources \$ _____
Certified Net Estimated Cost \$ _____

APPROVED: Authorization for issuance of Warrant for 75% of Certified Net Estimated Cost for the General Primary Election. \$ _____

Secretary of State's Office: By _____

EST1/prifi6

STATE EXECUTIVE COMMITTEE
FINAL
PRIMARY ELECTION COST REPORT
(Statement of Actual Primary Expenses for
the period December 1, 1989 through April 30, 1990)

Must be filed with the Secretary of State no later than April 30, 1990.

Party TEXAS DEMOCRATIC PARTY

State Chairman BOB SLAGLE

Address 815 BRAZOS, STE. 200

City, State Zip AUSTIN, TX 78701

Home Phone () _____ Office Phone (512) 478-8746

Other Contact Person JIM BOYNTON Contact's Phone (512) 478-8746

Chairman, please check one:

additional funds needed _____
no additional funds are needed x

A. ACTUAL COSTS OF THE GENERAL AND RUNOFF PRIMARY ELECTIONS

- | | |
|---|---------------------|
| 1. Office rent <u>456</u> square feet
(attachment required See - rules) | \$ <u>1,824.00</u> |
| 2. Office personnel <u>2FT/6PT</u> employees
(attachment required See - rules) | \$ <u>39,775.78</u> |
| 3. Telephone | \$ <u>3,650.17</u> |
| 4. Utilities | \$ <u>211.32</u> |
| 5. Furniture and equipment rental | |

Item: _____
from ___/___/___ to ___/___/___ \$ _____

(Attach additional pages if necessary)

TOTAL \$ 0.00

6. Office supplies (Itemize)		\$ <u>485.53</u>

7. Postage (Itemize)		\$ <u>929.03</u>

8. Miscellaneous (itemize)		\$ <u>48,786.10</u>
a. Insurance		\$ <u>2,023.84</u>
b. Statutory Meetings (per Tom Harrison)		\$ <u>883.86</u>
c. Printing		\$ <u>2,597.47</u>
d. Canvassing Phonebank		\$ <u>3,150.00</u>
e. Checks/Bank Charges		\$ <u>55.65</u>
f. Access to Results		\$ <u>2,000.00</u>
* See additional page		
B. TOTAL ESTIMATED COSTS		\$ <u>95,661.93</u>
C. FINANCING SOURCES		
1. Beginning primary fund balance (if any)		\$ <u>0.00</u>
2. a. Filing fees received	\$ <u>328,800.00</u>	
b. Filing fees distributed	\$ <u>203,364.93</u> **	
c. Filing fees retained (subtract b from a)		\$ <u>125,435.07</u>
3. Contributions and miscellaneous (Itemize)		
Recount	\$ <u>4,975.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
	TOTAL	\$ <u>4,975.00</u>
D. TOTAL FINANCING SOURCES (add lines 1, 2c, and 3)		\$ <u>130,410.07</u>
E. NET ESTIMATED COSTS OR (SURPLUS) (subtract D from B)		\$ <u>(34,748.14)</u> ***

TEXAS DEMOCRATIC PARTY PRIMARY BUDGET
ADD PAGE 1

* Additional Miscellaneous (#8)	
g. Legal	\$ 33,140.28
h. Translation to Spanish	60.00
i. Recount (2)	4,875.00
** Filing fees distributed should have been	\$ 203,800.18
Check to Kaufman County was written wrong and was short	435.25
*** Surplus shown on preceding page	\$ 34,748.14
Counties which did not cash distribution checks	
Briscoe	750.18
Ector	68.18
Checks which bank cashed for 1¢ less (#202, #382)	.02
TOTAL SURPLUS	\$ 35,566.52
Less Check already submitted	25,000.00
AMOUNT DUE FOR REFUND TO SECRETARY OF STATE	10,566.52

PRIMARY RECOUNTS

1. Tim Von Dohlen

Deposit		\$ 2525.00	
Deductions		1017.50	
State Administrative	\$ 50.00		
Caldwell	345.00		
Administrative Personnel	\$ 15.00		
	330.00		
DeWitt		105.00	
Administrative Personnel	15.00		
	90.00		
Goliad		115.00	
Administrative Personnel	15.00		
	100.00		
Gonzales		177.50	
Administrative Personnel	15.00		
	162.50		
Jackson		90.00	
Administrative Personnel	15.00		
	75.00		
Lavaca		135.00	
Administrative Personnel	15.00		
	120.00		
	TOTAL	\$ 1017.50	
Refund			\$ 1507.50

2. Eldon Edge

Deposit		\$ 2450.00	
Deductions		1055.00	
State Administrative	\$ 50.00		
Atascosa	315.00		
Administrative Personnel	\$ 15.00		
	300.00		
Bandera		0.00	
*			
Frio		255.00	
Administrative Personnel	15.00		
	240.00		
Live Oak		0.00	
**			
Medina		190.00	
Administrative Personnel	15.00		
	175.00		
Wilson		245.00	
Administrative Personnel	15.00		
	230.00		
	TOTAL	\$ 1055.00	
Refund			\$ 1395.00

*No bill; budget zeroed out with Secretary of State.

**No bill; new Chair stated that workers had been paid.

I. SWORN AFFIDAVIT

I, BOB SLAGLE, State Chairman of the TEXAS DEMOCRATIC Party, do solemnly swear that the foregoing facts and actual costs of the 1990 General and Runoff Primary Elections are true and accurate and that all information required to be reported by me for the 1990 General and Runoff Primary Elections is fully shown.

Bob Slagle
State Chairman

The State of Texas
County of TRAVIS

Before me, the undersigned authority, on this day personally appeared BOB SLAGLE, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purpose and consideration therein expressed.

Given under my hand and seal of office on this 22nd day of AUGUST, 1990.

James B. Boynton
Signature of officer
administering oath



JAMES B. BOYNTON
Printed Name of Officer

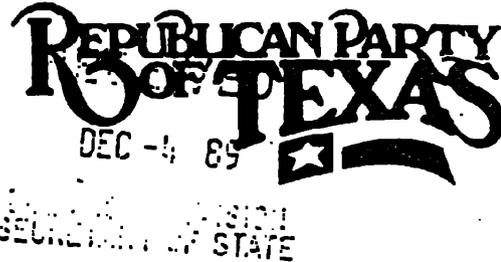
NOTARY PUBLIC
Title of officer
administering oath

DO NOT FILL OUT THIS PART -- FOR SECRETARY OF STATE ONLY

Total actual costs as submitted \$ _____
Total actual costs as approved by Secretary of State \$ _____
Subtract Total Financing Sources \$ _____
Certified Net Actual Cost or (Surplus) \$ _____

APPROVED: Authorization for issuance of Warrant for Certified Net Actual Cost for the General and Runoff Primary Elections. \$ _____

Secretary of State's Office: By _____



December 4, 1989

HAND DELIVERED

The Honorable George Bayoud
Secretary of State
P.O. Box 12697
Capitol Station
Austin, Texas 78711

Dear Secretary Bayoud:

Please accept the attached Primary Election Cost Estimate as submitted on behalf of Fred Meyer, Chairman of the Republican Party of Texas.

Should any questions arise or if there is a need for additional documentation, I can be reached at 477-9821. Please do not hesitate to contact me. Bill Bilyeu of your staff has already been especially helpful in the preparation of this report.

Thank you for your attention.

Yours very truly,



Janet Slaughter
Organization Director

cc: Fred Meyer
Bill Bilyeu

STATE EXECUTIVE COMMITTEE
GENERAL
PRIMARY ELECTION COST ESTIMATE
(Statement of Estimated Primary Expenses for
the Election to be held of March 13, 1989.)

Must be filed with the Secretary of State no later than January 29, 1990.

Party Republican

State Chairman Fred Meyer

Address 211 E. 7th Street, Suite 620

City, State Zip Austin, Texas 78701

Home Phone (214) 754-7802 Office Phone (512) 477-9821

Other Contact Person Janet Slaughter Contact's phone (512) 477-9821

Chairman, please check one:

Additional Funds are needed x

No Additional Funds are needed

A. ESTIMATED COSTS OF THE GENERAL PRIMARY ELECTION

* Office rent 931 square feet
from 12/1/89 to 3/31/90 \$ 2,976

* Office Personnel 3ft/5pt employees 38,767⁰⁰ \$ 39,176

Telephone from 12/1/89 to 3/31/90 \$ 6,400

Utilites from to \$ -0-

Furniture and equipment rental
from to \$ -0-
(Itemize)

Office Supplies (Itemize)
Includes general office supplies, election \$ 5,800
code and sample kits. Also includes
copy expense at \$.05/copy.

Postage (Itemize)
Includes distribution of ballot certifi- \$ 3,500
cation, fee disbursement, statutory
notices, and general correspondence.

Miscellaneous (Itemize)		
<u>Computer online expense</u>	<u>2000⁰⁰</u>	<u>\$ 5,700</u>
<u>Legal fees</u>		<u>\$ 40,000</u>
<u>Insurance (employee and comp.)</u>		<u>\$ 2,200</u>
<u>Bank Charges</u>		<u>\$ 250</u>

* Attachment required (see rules)

B. TOTAL ESTIMATED COSTS		<u>61,893</u> <u>\$ 106,002</u>
C. FINANCING SOURCES		
1. Beginning primary fund:		<u>\$ -0-</u>
2. a. Filing fees received:	<u>\$ 125,000</u> <u>217,650⁰⁰</u>	
b. Filing fees disbursed:	<u>\$ 85,000</u> <u>109,650⁰⁰</u>	
c. Filing fees retained: (subtract b from a)	<u>109,600⁰⁰</u>	<u>40,000</u>
3. Contributions and misc.		<u>\$ 100</u>
D. TOTAL FINANCING SOURCES (add lines 1, 2c, and 3)	<u>109,700⁰⁰</u>	<u>\$ 40,100</u>
E. NET ESTIMATED COSTS OR SURPLUS (subtract D from B)	<u>-47,807⁰⁰</u>	<u>\$ 65,902</u>

F. SWORN AFFIDAVIT

I, Fred Meyer, State Chairman of the Republican Party do solemnly swear that the foregoing facts and estimates of costs are true and accurate and that all information required to be reported by me for the 1990 General Primary Election is fully shown.

[Signature]
-State Chairman

The State of Texas

County of Travis

Before me, the undersigned authority, on this day personally appeared Fred Meyer, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purpose and consideration therein expressed.

Given under my hand and seal of office on this 1st day of December 1990.

[Signature]
Signature of officer administering oath
Janet E. Slaughter
Printed Name of Officer

Seal

Notary Public - Texas
Title of officer administering oath

DO NOT FILL OUT THIS PART -- FOR SECRETARY OF STATE ONLY

Total estimated costs as submitted	\$ <u>106,000⁰⁰</u>
Total estimated costs as approved by Secretary of State	\$ <u>61,893⁰⁰</u>
Subtract total Financing Sources	\$ <u>109,600⁰⁰</u>
Certified Net Estimated Cost	\$ <u>-47,807⁰⁰ Surplus</u>

APPROVED: Authorization for issuance of Warrant for 75% of Certified Net Estimated Cost for the General Primary Election.

\$ _____

EST1/prifi6



REPUBLICAN STATE EXECUTIVE COMMITTEE
 PRIMARY ELECTION COST ESTIMATE
 SUPPLEMENTAL INFORMATION

Filing Fees Collected:	\$218,650.00
Filing Fees Disbursed:	109,650.00
Legal expenses submitted for approval to date:	3,597.10

STAFFING INFORMATION:

Organization Director: Serves as primary administrator. Coordinates staff needs for all primary activities. Principle liaison for County Primary Administrators and County Chairman. Fulfills all statutory obligations for State Chairman.	\$ 9,152 8000 ⁰⁰
Assistant Organization Director: Assists Organization Director in all activities. Responsible for data entry on both Secretary of State's computer and in house computer network. Contracts with data processing department as needed.	5,120
Research Director: Provides legal interpretation of Texas Election Code for Staff, County Chairmen and County Primary Administrators. Prepares instructional materials for all aspects of the organization. Conducts research into policy and precedence concerning Texas Election Laws.	7,246
Assistant Research Director: Provides interpretation for County Primary Administrators and County Chairmen of election code. Responds to informational inquiries from County Chairmen, Precinct Chairmen and general public regarding Primary Election.	2,376
Administrative Assistant: Office manager. Handles all incoming correspondence for State Chairman and coordinates State Chairman's schedule. Responsible for State Party staffing and supplying needs. Liaison for State Republican Executive Committee members.	5,065
Controller: Responsible for all financial reporting and the collection and disbursement of filing fees. Office handles all primary expenses.	4,638
Receptionist:	2,090
Mail-room Clerk:	3,080
Total Staffing Expense:	\$38,767

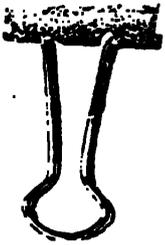
State Republican Executive Committee
1990 Primary Estimate
Attachments:

1. Office Rent used for the general primary election personnel and equipment averaged 930 square feet per month (15% of total office space). See lease attachments. Monthly rental December through March is estimated at \$2976.00.

2. Listed below are the personnel by position of title and the estimated percentage of their time that will be spent in the conduct of the general primary election

	Dec.	Jan.	Feb.	Mar.	Avg.
Organization Director	100%	100%	100%	100%	100%
Assistant Org. Director	100	100	100	100	100%
Research Director	30	60	40	40	42%
Assistant Research Director	30	30	30	30	30%
Administrative Assistant	30	30	30	40	33%
Accountant	15	35	30	30	28%
Receptionist	50	50	40	50	48%
Mailroom Clerk	100	100	100	100	100%
Overall Average	57%	63%	59%	61%	60%

Total salary expense is estimated at \$39,176



SOUTHWEST EDUCATIONAL DEVELOPMENT LABORATORY
SOUTHWEST TOWER BUILDING

LEASE AGREEMENT

THE STATE OF TEXAS) (
COUNTY OF TRAVIS) (

THIS LEASE AGREEMENT made and entered into on this 3rd day

Lessor of February, 1987, between SOUTHWEST EDUCATIONAL DEVELOPMENT LABORATORY, a Texas Corporation, with its address for purposes hereof being 211 East Seventh Street, Austin, Travis County, Texas 78701, hereinafter called "Lessor"

Lessee and The Republican Party of Texas
whose address for purposes hereof is 211 East 7th Street, Suite 620,
Austin, Texas 78701
hereinafter called "Lessee".

W I T N E S S E T H

I

Leased
Premises

1. Subject to and upon the terms, provisions and conditions hereinafter set forth, and each, in consideration of the duties, covenants and obligations of the other hereunder, Lessor has leased, demised and rented to Lessee the following described premises (herein sometimes referred to interchangeable as "leased premises" or "rentable area") situated in Southwest Tower (the "Building") located at Brazos and East Seventh Street in the City of Austin, Travis County, Texas: 6220 square feet of rentable area on the floor of the Building arranged as shown in Exhibit "A" attached hereto and made part hereof for all purposes.

ADDENDUM

1. **Parking.** Lessor hereby agrees to provide, for as long as the lease of which this agreement is a part shall remain in effect 14 covered reserved parking spaces within the Southwest Tower parking garage at no cost to Lessee. Four (4) spaces to be single load and five (5) spaces to be double load.

2. **Base rental Schedule.** The following base rental schedule shall apply:

<u>Period</u>	<u>Monthly Base Rental</u>	<u>Total</u>
Months 1-3	\$0.00	\$0.00
Months 4-11	\$828.80	\$6,630.40
Months 12-36	\$4976.00	\$124,400.00
Months 37-60	\$4976.00	\$119,424.00

3. **Remodeling Allowance.** Lessor shall pay Lessee \$21,000 toward the total cost of the remodeling and the refurbishing of the leased premises. To the extent that the total cost of remodeling and refurbishing the leased premises shall exceed the \$21,000 allowance, then the entire amount of such excess shall be paid by Lessee, but Lessee shall not be entitled to any rental credit or payment with respect to any unused portion of said allowance.

Lessee shall be permitted to contract with one or more such outside contractors for architectural drawings and interior construction for the leased premises and use the allowance provided by Lessor toward the payment of the charges for labor and materials furnished by such outside contractors.

4. **Expansion Option.** During the period between the seventeenth (17th) month and the twentieth (20th) month of the initial term of this lease, Lessee shall have the option to lease an additional 1200-1500 square feet of space on the fifth (5th) or sixth (6th) floor or in some other location within the building as shown on Exhibit "E" for a term of six (6) months provided that Lessor shall give Lessee ninety (90) days written notice prior to Lessor's ability to provide such space for lease. Lessee shall have a period of ten (10) business days within which to respond to Lessor in writing if Lessee desires to lease such space.

5. **First Right of Refusal.** Lessee shall have the first right of refusal to lease any and all space which shall become available for direct lease on the sixth (6th) floor for the initial term of the lease and all renewal terms. Lessor shall give Lessee written notice of such right and Lessee shall have ten (10) business days within which to respond.



1990 PRIMARY FINANCE

REVIEWER CHECKLIST

COUNTY State # 255 PARTY Republican

DATE RECEIVED 1/19/90

TYPE: GENERAL RUNOFF FINAL

Additional Funds Requested YES
 NO

- BD Estimated voter turnout is acceptable figure
- BD Minimum of 3 workers per precinct
- BD All costs are reasonable and necessary
- BD Machine tape run by reviewer
- DA All schedules are attached as required
- DA Estimate is signed and notarized by county chairman
- O Copy of adjusted budget mailed to chairman

1st Level Reviewer BD Completion Date 1/19/90
2nd Level Reviewer [Signature] Completion Date 1/22/90

COMMENTS 12/5/89 Talked to Janet will send job
descriptions next month. 12/11/89

Amended

STATE EXECUTIVE COMMITTEE
FINAL
PRIMARY ELECTION COST REPORT
(Statement of Actual Primary Expenses for
the period December 1, 1989 through April 30, 1990)

Must be filed with the Secretary of State no later than April 30, 1990.

Party REPUBLICAN
State Chairman MR FRED MEYER
Address 211 E 7th ST, # 620
City, State Zip AUSTIN, TX 78701
Home Phone (214) 754-7802 Office Phone (512) 477-9821
Other Contact Person JANET SLAUGHTER Contact's Phone (512) 477-9821

Chairman, please check one:

additional funds needed _____
no additional funds are needed XX

A. ACTUAL COSTS OF THE GENERAL AND RUNOFF PRIMARY ELECTIONS

1. Office rent 6,220 square feet
(attachment required See - rules) \$ 2,985.60
2. Office personnel 8 employees
(attachment required See - rules) \$ 45,653.00
3. Telephone \$ 6,703.31
4. Utilities \$ N/A
5. Furniture and equipment rental

Item: _____
from ___/___/___ to ___/___/___ \$ _____

(Attach additional pages if necessary)

TOTAL \$ N/A

6. Office supplies (Itemize)		\$	<u>4,958.62</u>
<u>General Office Supplies</u>			
<u>Election code & sample kits</u>			
<u>Copy expense @ .05¢ per copy</u>			
7. Postage (Itemize)		\$	<u>7,534.54</u>
<u>Distribution of ballot certificates</u>			
<u>County fees disbursement</u>			
<u>Statutory notices, General correspondence</u>			
8. Miscellaneous (itemize)		\$	<u> </u>
a. <u>Computer on-line expense</u>		\$	<u>2,000.00</u>
b. <u>Legal Fees</u>		\$	<u>22,257.15</u> 22,637.20
c. <u>Tax on interest earned</u>		\$	<u>450.00</u>
d. <u> </u>		\$	<u> </u>
e. <u> </u>		\$	<u> </u>
f. <u> </u>		\$	<u> </u>
B. TOTAL ESTIMATED COSTS		\$	<u>75,042.22</u> 92,017.77
C. FINANCING SOURCES			
1. Beginning primary fund balance (if any)		\$	<u>0</u>
2. a. Filing fees received	\$ 216,150.00		
b. Filing fees distributed	\$ 109,649.65		
c. Filing fees retained (subtract b from a)	<u>107,822.60</u>	\$	<u>107,822.60</u> 106,500.35
3. Contributions and miscellaneous (Itemize)			
Interest earned	\$ 1,300.00 <u>1,312.91</u>		
<u> </u>	\$ <u> </u>		
<u> </u>	\$ <u> </u>		
<u> </u>	\$ <u> </u>		
	TOTAL	\$	<u>1,312.91</u> <u>1,300.00</u>
D. TOTAL FINANCING SOURCES (add lines 1, 2c, and 3)		\$	<u>107,800.35</u> <u>107,833.31</u>
E. NET ESTIMATED COSTS OR (SURPLUS) (subtract D from B)		\$	<u>(14,893.08)</u> <u>(11,771.07)</u>

I. SWORN AFFIDAVIT

I, FRED MEYER, State Chairman of the TEXAS REPUBLICAN Party, do solemnly swear that the foregoing facts and actual costs of the 1990 General and Runoff Primary Elections are true and accurate and that all information required to be reported by me for the 1990 General and Runoff Primary Elections is fully shown.

[Signature]
State Chairman

The State of Texas
County of Dallas

Before me, the undersigned authority, on this day personally appeared FRED MEYER, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purpose and consideration therein expressed.

Given under my hand and seal of office on this 23rd day of April, 1990.

[Signature]
Signature of officer
administering oath

Seal

Judith E. Moran
Printed Name of Officer

Notary Public, State of Texas
Title of officer
administering oath

DO NOT FILL OUT THIS PART -- FOR SECRETARY OF STATE ONLY

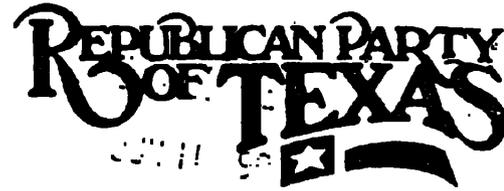
Total actual costs as submitted	\$ <u>98042²²</u>
Total actual costs as approved by Secretary of State	\$ <u>98042²²</u>
Subtract Total Financing Sources	\$ <u>109833³¹</u>
Certified Net Actual Cost or <u>(Surplus)</u>	\$ <u>-11791⁰⁹</u>

APPROVED: Authorization for issuance of Warrant for Certified Net Actual Cost for the General and Runoff Primary Elections.

Surplus \$ -11791⁰⁹

Secretary of State's Office:

By [Signature] 4/15/90



June 13, 1990

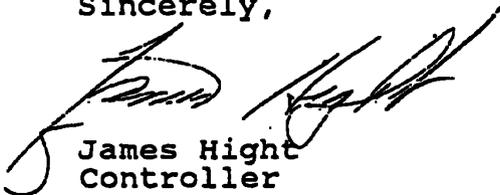
Mr Bill Bilyeu
Secretary Of State
Elections Division
Box 12060
Austin, Texas 78711-2060

Dear Bill:

We have received our May Primary bank statement and have stopped payment on all of the outstanding checks that were written to the counties. The list that Janet Slaughter sent you was correct.

I have enclosed a revised Final Primary Election Cost Report for your review. We stand ready to refund the Secretary of State \$11,791.09.

Sincerely,



James Hight
Controller

enclosures

I. SWORN AFFIDAVIT

I, FRED MEYER; State Chairman of the TEXAS REPUBLICAN Party, do solemnly swear that the foregoing facts and actual costs of the 1990 General and Runoff Primary Elections are true and accurate and that all information required to be reported by me for the 1990 General and Runoff Primary Elections is fully shown.

[Signature]
State Chairman

The State of Texas
County of Dallas

Before me, the undersigned authority, on this day personally appeared FRED MEYER, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purpose and consideration therein expressed.

Given under my hand and seal of office on this 23rd day of April, 1990.

[Signature]
Signature of officer
administering oath

Seal

Judith E. Moran
Printed Name of Officer

Notary Public, State of Texas
Title of officer
administering oath

DO NOT FILL OUT THIS PART -- FOR SECRETARY OF STATE ONLY

Total actual costs as submitted \$ _____

Total actual costs as approved by Secretary of State \$ _____

Subtract Total Financing Sources \$ _____

Certified Net Actual Cost or (Surplus) \$ _____

APPROVED: Authorization for issuance of Warrant for Certified Net Actual Cost for the General and Runoff Primary Elections. \$ _____

Secretary of State's Office: By _____

VOUCHER GENERATED

Yes No

1990 PRIMARY FINANCE

REVIEWER CHECKLIST

COUNTY STATE REP. # 255 PARTY R

DATE RECEIVED 4/25/90

TYPE: GENERAL _____ RUNOFF _____ FINAL X

Additional Funds Requested _____ YES
X NO

CB Estimated voter turnout is acceptable figure

2/12 Minimum of 3 workers per precinct

CB All costs are reasonable and necessary

CB Machine tape run by reviewer

CB All schedules are attached as required

CB Estimate is signed and notarized by county chairman

O Copy of adjusted budget mailed to chairman

CB Budget Input correctly

1st Level Reviewer CB

Completion Date 6/15/90

2nd Level Reviewer O

Completion Date 6/15/90

COMMENTS _____

